

November 13, 2024 – Combined Provisional and Mail-in Canvass Minutes

ATTENDEES:

Board of Canvassers

Name	Position	Party
Cassandra Okwumabua	Chairperson	Democrat
Anita Brown	Secretary	Republican
Keith Lotridge	Member	Democrat
Tricia Powell	Member	Democrat
Andrea Baddour	Board Attorney	

Board of Canvassers Absent:

Name	Position	Party
Barry Wood	Member	Republican

LBE Staff (in person):

Name	Position
Gail L. Hatfield	Elections Administrator
Kristen Scott	Deputy Elections Administrator

Public

Name	Organization (if applicable)
N/A	

All canvassing teams, duplicating team members, and ballot scanner operating team members in attendance are listed under the Canvass Participants section below.

DECLARATION OF QUORUM PRESENT

The meeting of the Board of Canvassers began at 10:10 am on Wednesday, November 13, 2024, at the Community Resources Building, Conference Room 1 & 2, at 30 Duke St, Lower Level, Prince Frederick. There was a quorum of the Board of Canvassers, and at least one member of the Board of Canvassers who is a registered voter of the principal minority party was present.

CONFIRMATION OF OATH

Kathy P. Smith, the Clerk of the Court for Calvert County, administered and recorded the oath of each member of the Board of Canvassers on September 19, and September 20, 2024

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ANNOUNCEMENT OF OFFICERS

At its meeting on October 15, 2024, the Board of Canvassers elected Cassandra Okwumabua as Chairperson of the Board of Canvassers and Anita Brown as Secretary.

PUBLIC NOTICE OF CANVASS

Ms. Hatfield noted that public notice of the provisional canvass was provided and that the notice was provided on the Calvert County Election Board website and on the board outside of the election office.

VERIFICATION OF SCANNING UNITS

Ms. Gail Hatfield presented documents to the Board of Canvassers showing that the ballot scanners being used in the canvass successfully passed Logic and Accuracy Testing on October 9, 2024. Ms. Hatfield reported that the memory sticks created for this canvass were placed in the ballot scanners and sealed. Ms. Hatfield provided the Board of Canvassers with the results from the Logic and Accuracy Testing. Ms. Hatfield noted the Ballot Scanner Serial Numbers and Seal Numbers from the Logic and Accuracy Testing documentation for each ballot scanner being used in the canvass.

Mr. Robert Jaensch and Mr. Timothy Keith verified that the seals on the ballot scanners were intact and recorded the scanner's serial number and seal number on the Scanning Unit Opening Integrity Report. They noted that the ballot scanner's serial numbers and seal numbers from Logic and Accuracy Testing matched the ballot scanner's serial numbers and seal numbers before the canvass began.

The Board of Canvassers confirmed that the counts on the ballot scanners were zero. Ms. Hatfield posted one copy of the Zero Report from the ballot scanners on the wall in room where canvassing occurred. Mr. Jaensch and Mr. Keith printed a second copy of the Zero Report, which remained attached to the ballot scanners. The Board of Canvassers signed the Zero Reports. Ms. Hatfield also confirmed that the ballot boxes were empty.

A copy of the Scanning Unit Opening Integrity Report is attached to the minutes.

CANVASSING

Overview of Canvass Process

Ms. Hatfield explained the rules concerning public observation of the canvass, provided an overview of the canvassing process, and noted that the rules were posted in the canvass room.

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Ms. Hatfield explained that each provisional ballot application was reviewed prior to canvassing to determine the voter’s eligibility to vote in this election and the voter’s correct ballot style. At this canvass, the provisional ballot applications will be presented to the Board of Canvassers with a recommendation. The recommendations will be to:

1. Accept provisional ballot application in full – recommend counting all votes cast on the provisional ballot.
2. Accept provisional ballot application in part – recommend counting some but not all votes cast on the provisional ballot. This is because the voter voted in the wrong precinct.
3. Reject provisional ballot application – recommend not counting the provisional ballot.

The Board of Canvassers will vote to accept in full, accept in part, or reject the provisional ballots. The provisional ballots for which the Board voted to accept in full or accept in part are distributed to the bi-partisan ballot processing teams to open and review the ballots. The “accepted in full” ballots are scanned into the ballot scanner, and the “accepted in part” ballots are referred to a duplicating team. The duplicating team will copy onto the voter’s correct ballot style the votes for the contests for which the provisional voter is eligible to vote.

Ms. Hatfield explained that, to preserve the secrecy of the ballots, at least five mail-in ballots of each ballot style were held back to be canvassed with the provisional ballots. Additionally, Ms. Hatfield explained that, in addition to the held back mail-in ballots, 449 mail-in ballots that will be canvassed at this canvass, but these additional mail-in ballots will be tabulated on a different ballot scanner than the provisional and held-back mail-in ballots.

Ms. Hatfield explained that mail-in ballots are distributed to the ballot processing teams in batches. Each team reviews the envelope first to determine whether it was timely received. For timely received ballots, each team determines whether the voter signed the oath. After verifying that the oath is signed, each team opens the envelopes. With the envelope face down, each team removes the ballot, taking care that the envelope stays face down. After removing all of the ballots in the batch, the ballot envelopes are set aside. Each team reviews the ballots for compliance and tabulating acceptability.

Those timely ballots that are in compliance and can be read by the ballot scanner are referred to the Board of Canvassers for acceptance. All other ballots are placed in a folder/envelope, with the canvassing team’s number, or other information identifying the group or unit to which the ballot belongs, and the reasons for the referral to the Board of Canvassers written on the envelope. The envelope with the ballots inside is referred to the Board of Canvassers.

The Board of Canvassers rules on whether to accept or unanimously reject the referred ballots. Ms. Hatfield explained the process to provide information to the Board of Canvassers or challenge a decision of the Board.

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Canvass Participants

The members of the ballot processing, duplicating, and ballot scanner operating teams are listed below:

Team	Names of Bi-Partisan Ballot Processing Team Members
Team #1	John Kaiser & Joe Ury
Team #2	Terri Justin & Elizabeth Donohue
Team #3	JoMarie Coster & Lisa Napier
Team #4	Anna Vermillion & Patty Long-Bradley
Team #5	Jana Barberio & Monica Dailey
Team #6	Havril Jenkins, Jr. & Colin Laudenberg

Team	Names of Bi-Partisan Duplicating Team Members
Team #1	Jeanne Bateman & Makayla Sleeper

Team	Names of Ballot Scanner Operating Team Members
Team #1	Robert Jaensch & Timothy Keith & Greg Drummond

Canvassing of Provisional Ballots

Ms. Hatfield reported that 1495 provisional ballots were cast. To preserve the secrecy of the ballots, Ms. Hatfield explained that five mail-in ballots of each ballot style were held back for the provisional portion of the canvass and will be counted with the provisional ballots. 1473 provisional ballots and 90 mail-in ballots were presented for canvassing during this part of this canvass.

Ms. Okwumabua asked for a motion to begin presenting provisional ballot applications. Mr. Lotridge so moved, and Ms. Brown seconded the motion. The motion passed unanimously.

1. Ms. Hatfield presented 1365 provisional ballots with the recommendation to accept them in full. The recommendation was based on the fact that staff had confirmed that each provisional application was submitted by a registered voter and was cast in the correct precinct where that voter currently resides. The Board unanimously voted to accept the recommendation and accept and count the provisional ballots in full.
2. Ms. Hatfield presented 97 provisional ballots with the recommendation to accept them in part. The recommendation was based on the fact that staff had confirmed that each provisional application was submitted by a registered voter and the provisional ballot was cast in the wrong precinct. The Board unanimously voted to accept the recommendation, and the ballots were referred to the duplicating team.
3. Ms. Hatfield presented 10 provisional ballots with the recommendation to reject because the applicant returned a voted mail-in ballot or already voted. The Board unanimously voted to accept the recommendation and reject the ballots.
4. Ms. Hatfield presented 1 provisional ballot with the recommendation to reject because there was no provisional ballot in the envelope. The Board unanimously voted to accept the recommendation and reject the ballot.

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Canvassing of Held-Back Mail-in Ballots

Ms. Hatfield distributed to canvassing teams the mail-in ballots reserved for this canvass to preserve the secrecy of the provisional ballots to review for timeliness and signatures. The Elections Administrator presented 90 mail-in ballots with the recommendation to accept the mail-in ballots. The Board unanimously voted to accept the recommendation and voted to accept the ballots.

Canvassing of Additional Mail-in Ballots

The Elections Administrator distributed to canvassing teams the additional mail-in ballots to review for timeliness and signatures. The Elections Administrator presented 449 mail-in ballots with the recommendation to accept the mail-in ballots. The Board unanimously voted to accept the recommendation and voted to accept the ballots.

Printing Canvass Results

After scanning all accepted in full and accepted in part provisional ballots and all accepted mail-in ballots, Mr. Jaensch and Mr. Keith locked the ballot scanners and printed a Voting Results Report. The Board of Canvassers confirmed that the number of accepted in full and accepted in part provisional ballots and accepted mail-in ballots equaled the number of ballots counted by the ballot scanners. There was one provisional application that was missing a ballot that was changed from accepted in full to rejected. There was one rejected ballot that was mistakenly scanned. The Board of Canvassers signed the Voting Results Report and posted a second copy of the report on the wall in the room where canvassing occurred.

RELEASE OF UNOFFICIAL RESULTS

Ms. Hatfield announced the results from the combined provisional and mail-in canvass, and the separate mail-in canvass.

Provisional Canvass Statistics	Number of Ballots
A) Total Ballots Presented in Provisional Part of Canvass	1563
B) Total Provisional Ballots Presented	1473
C) Total Held-back Mail-in Ballots Presented	90
D) Total Accepted Ballots	1552
E) Accepted in Full Provisional Ballots	1365
F) Accepted in Part Provisional Ballots	97
G) Accepted Held-back Mail-in Ballots	90
H) Total Rejected Ballots	11
I) Rejected Provisional Ballots	11
J) Rejected Held-back Mail-in Ballots	0

Mail-in Canvass Statistics	Number of Ballots
Mail-in Ballots Presented in Mail-in Part of Canvass	449
Mail-in Ballots Accepted	449
Rejected Mail-in Ballots	0

Calvert County Board of Canvassers
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Ms. Hatfield announced that provisional voters can find out if their provisional ballots were counted and if not, the reason why it was not counted by visiting the State Board of Elections' website or by calling the State Board at 1-800-222-8683.

NEXT BOARD OF CANVASSERS' MEETING

The Board of Canvassers will meet on Friday, November 15, 2024, at 10:00 a.m. to canvass all remaining ballots.

ADJOURNMENT

The meeting was adjourned at 2:08 pm.